



OFFICE OF THE DISTRICT ATTORNEY

HUMAN RESOURCES DIVISION

201 North Figueroa Street, Suite 1300 • Los Angeles, CA 90012
T: (213) 202-7730 • F: (213) 202-6084



Vacancy Notice
Restricted to Permanent Employees of Los Angeles County

STAFF ASSISTANT I

Bureau of Communications
Public Affairs Division

ABOUT THE POSITION: The Office of the District Attorney is seeking a highly motivated, well-organized, and professional individual to fill a Staff Assistant I vacancy in the Public Affairs Division in the District Attorney's Bureau of Communications. This position performs a wide range of administrative and program coordination duties.

DESIRABLE QUALIFICATIONS:

- Excellent interpersonal and public relations skills.
- Excellent oral and written communication, grammar, and language skills.
- Excellent organizational skills.
- Very good computer skills and knowledge of computer programs (e.g., Microsoft Word, Excel, Access, PowerPoint).
- Ability to manage multiple tasks and shifting priorities, use good judgment, and learn new skills.
- Ability to effectively interact with the public, law enforcement, departmental employees and representatives from outside agencies.
- Ability to work independently and cooperatively within a team.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Ability to attend occasional offsite meetings and travel for meetings or events that may take place throughout Los Angeles County.

ACCEPTING RESUMES FROM: Permanent employees of Los Angeles County currently holding the payroll title of Staff Assistant I and those who are on the current Staff Assistant I certification list may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, copies of the last three performance evaluations, and attendance records for the last two years. Only the most qualified employees will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Kerry Bigornia, Chief
Public Affairs Division
320 West Temple Street, Room 1162
Los Angeles, CA 90012
Telephone: (213) 974-7585
Fax: (213) 620-1573
E-mail: kbigornia@da.lacounty.gov

NO LATER THAN: TUESDAY, MARCH 3, 2015

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****